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STATISTICAL REPORT OF ISB ACTIVITIES  
FOR JUNE 1955

Visual Aids Section

1. Received a total of 30 requests for the planning and the construction of visual training aids and graphic materials for training purposes.

2. Planned and completed the artwork and shop-work on a total of 123 items, including sketches, graphs, drawings, signs, posters, and display items, of which:

- a. Three projects totaled 80 man-hours or more.
- b. One project totaled 160 man-hours or more.
- c. 1 project involved artwork and the production of display-type and exhibit materials and devices.

3. Received a total of 5 requests for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.

- a. Processed and developed 4 still picture requests, 87 originals, totaling 158 prints.
- b. Processed and developed 103 feet of ophthalmograph film (35 mm).

Map Training Officer

1. Number of requests for maps or services - 29
2. Number of map sheets distributed: In OTR, 672  
Outside OTR, 2
3. Number of photographs distributed - 337

Editorial and Reproduction Section

1. Edited, typed, processed and distributed 17 administrative communications from Office of Director of Training.
2. Processed 33 requests through Printing Services Division/IO.
3. Reproduced internally, 58 requests from offices of OTR: 248 masters and/or stencils.

Audio Aids Section

1. Number of requests handled: 84 covering 124 items
2. Number of films procured: 101
3. Number of films projected: 72
4. Number of sound recordings made: 226 hours
5. Number of preventive maintenance checks made: 130
6. Number of emergency checks made: 27

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Library Services Section

A. Operations of Libraries

1. Operated the OTR Library with this volume:

- (a) Book charges: 181
- (b) Document charges: 667 (Vault)
- (c) Periodical charges: 222
- (d) Book accessions: 188
- (e) Periodical accessions: 7
- (f) Classified document accessions: 4720
- (g) Inter-library loans: 160
- (h) GUIDE requests: 51
- (i) Book orders: 123
- (j) Post report charges: 20
- (k) Vertical file charges: 5
- (l) Documents ordered for retention: 15

2. Serviced the sub-library collections in the following volume:

(a)  Library

Reference requests: 20  
 Research requests: 3  
 Book accessions: 43  
 Document accessions: 207

(b) Other Collections

A&E Staff: 7  
 Clerical Training: 2  
 LETS: 83  
 Management Training: 12  
 Operations School/  3  
 Operations School/  3  
 Basic School/BOC: 5  
 Admin. Staff/TR: 6  
 Intelligence School/World Communism: 6  
 Intelligence School/Reading Improvement: 2

B. Reference, research and bibliographic functions

- 1. Processed 100 reference questions.
- 2. Processed 8 research requests totaling 25 man hours.
- 3. Conducted research and prepared 2 bibliographies containing a total of 107 entries.
- 4. Published 2 issues of the GUIDE containing a total of 158 annotated items.

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